

Executive Registry

79-933/4

DDCI Letterhead

DD/A 79-1333/3

15 MAY 1979

MEMORANDUM FOR: The Honorable James R. Schlesinger
The Secretary of Energy

SUBJECT: Required 5% Reduction in Agency Energy
Use

1. This Agency is in receipt of the memorandum from the President of 10 April. I have informed our managers to insure that appropriate measures are taken to help meet the overall 5% reduction in energy consumption. The General Services Administration (GSA) has our full support in its efforts to manage energy usage within our buildings in accordance with established Executive guidelines and consistent with our Agency's mission.

2. Recently a representative from this Agency met with a member of your department to discuss possible approaches to promoting employee awareness in the area of energy conservation. The meeting was useful; and, as a result, we are obtaining from the Department of Energy various posters and pamphlets which will be made available to our employees.

other agencies are experiencing similar problems. A meeting has been scheduled with GSA to discuss possible solutions to this problem. At our Headquarters Building, the supplier of automotive fuel to our motor pool under the current Defense Fuel Supply Center had to cancel its deliveries. We are now obtaining our gasoline from the base period supplier under the mandatory program.

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The Honorable James R. Schlesinger

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4. I bring these incidents to your attention merely to point out that the energy shortage is beginning to be felt and that it might become necessary for us to seek separate relief if the fuel shortages do jeopardize our ability to perform our mission.

5. Notwithstanding these potential problems, be assured that I will do all possible to promote energy conservation in this Agency in a manner consistent with Executive direction and the Agency's mission. I am attaching a list of actions which we are currently initiating.

/s/ Frank C. Carlucci

Frank C. Carlucci

Attachment

Distribution:

- 0 - Adse
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Originating Office: Signed: James H. McDonald
James H. McDonald
Director of Logistics

11 MAY 1979
Date

Distribution Withheld:

- 1 - OL Files
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OL/P&PS

(11 May 79)

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Energy Savings Initiatives

- o **Work with the General Services Administration (GSA) to minimize energy consumption consistent with Department of Energy directives, the Agency's requirements and missions, and GSA guidelines.**
 - **Identify and achieve minimum lighting levels, assist in controlling the heating, ventilating, and air-conditioning systems to maintain temperatures consistent with Executive guidelines.**
 - **Identify marginal or inefficient equipment and replace where possible with more modern equipment which is better controlled and specifically designed for the function intended.**
 - **Plan for and acquire capital to replace marginal and inefficient systems with systems that will both conserve energy and provide a reasonable amortization.**
 - **Identify to GSA areas in leased buildings where energy consumption may be minimized.**
 - **Provide energy data to Agency managers so they can minimize energy use consistent with mission objectives.**
- o **Review all motor pool, shuttle, and courier services with a view towards meeting the 10% automotive fuel savings.**
- o **Stress alternative modes of transportation for official travel.**
- o **Intensify employee awareness towards energy conservation.**
- o **Use various Agency management advisory groups as a conduit for stimulating new ideas in the area of energy conservation.**

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ROUTING AND RECORD SHEET

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SUBJECT: (Optional)

STAT

FROM:

Acting DDA
7D24 Headquarters

EXTENSION

NO.

DDA 79-1333/3

STAT

DATE: 14 May 1979

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS: (Number each comment to show STAT whom to whom. Draw a line across columns after each comment.)

1. DDCL
7E12 Headquarters

Forwarded herewith is a letter for your signature to the Secretary, Department of Energy, as required by the President's memorandum of 10 April.

I have included in this file for your information several copies of messages from [redacted] which elaborate on our para 3 of the letter. We have been informed by the Office of Security that it is experiencing similar problems. We expect other [redacted] activities to also be affected. We will be meeting with GSA on 11 May to discuss this problem.

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